



ACTIVITY

COMPETENCY ACTIVITY

Complete the Competency Activity. Three Steps.

Directions:

1. Number the competencies from your strongest (1) to your weakest (5). Put the number on the blank line in front of the competency name.
2. List a specific example of a time you utilized that competency. Make it a **SPECIFIC** time.
3. List ways you could improve in each competency. Again, be as specific as possible

_____ **TECHNOLOGY** (Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals)

EXAMPLE:

WAY TO IMPROVE:

_____ **CRITICAL THINKING** (Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information)

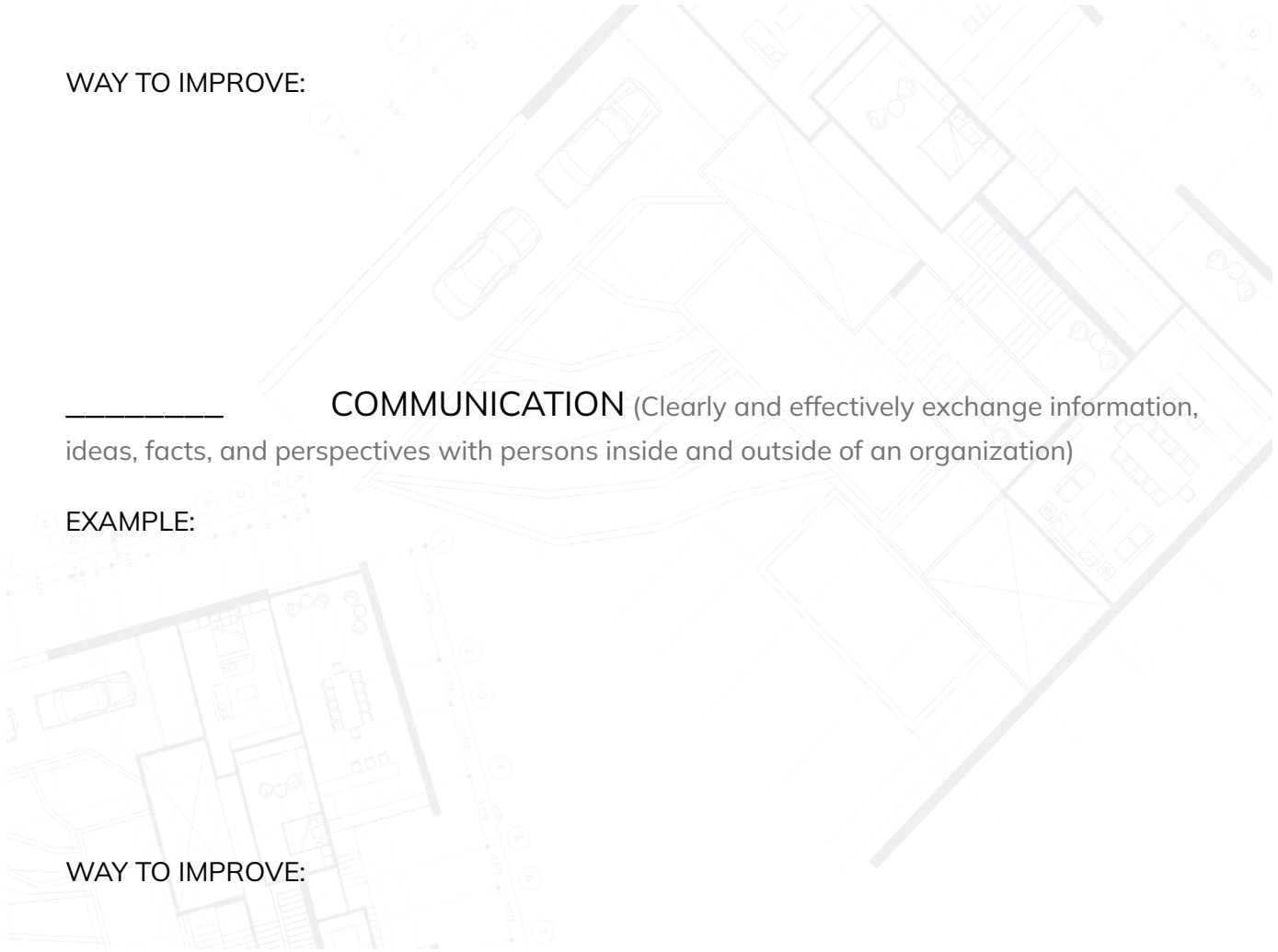
EXAMPLE:

WAY TO IMPROVE:

_____ **COMMUNICATION** (Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization)

EXAMPLE:

WAY TO IMPROVE:



_____ PROFESSIONALISM (Knowing work environments different greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace)

EXAMPLE:

WAY TO IMPROVE:

_____ TEAMWORK (Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities)

EXAMPLE:

WAY TO IMPROVE:

Source: National Association of Colleges and Employers (NACE), *Career Readiness Competencies*.

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